
Chapter 14: Visa Records

Visa Records**A140001 Visa Policy Files**

Description: Communications, including reports, regarding visa policies, procedures, regulations and legislation.

Disposition: Permanent. Maintain in 5-year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 15 years old in 5-year blocks.

DispAuthNo: NC1-59-79-13, item 1

A140002a Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: a. Case files on individual aliens issued an immigrant visa.

Disposition: Destroy 6 months after issuance.

DispAuthNo: NC1-59-86-2, item 1a

A140002b Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: b. Case files on individual aliens issued a non-immigrant visa.

Disposition: Destroy 1 year after issuance.

DispAuthNo: NC1-59-86-2, item 2b

A140002c(1)(a) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(a) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (19), (22), (23), (27), (28), (29), (31), and (34) of the Immigration and Nationality Act.

Disposition: Retain until alien is 90 years of age or older, provide there has been no visa activity for the past 10 years, at which time destroy.

DispAuthNo: N1-59-91-28, item 1c(1)(a)

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A140002c(1)(b) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants
Case files on individual aliens refused a visa

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(b) Cases of applicants refused or presumed ineligible under Section 212(a)(33) of the Immigration and Nationality Act.

Disposition: Retain until alien is 100 years of age, then destroy.

DispAuthNo: N1-59-91-17, item 1

A140002c(1)(c) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(c) Cases of applicants refused or presumed ineligible under all other Sections of Section 212(a), (Category II), and Section 212(e) of the Immigration and Nationality Act.

Disposition: Destroy 2 years after date of refusal.

DispAuthNo: N1-59-86-2, item 6(d)

A140002c(1)(d) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(d) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(17) of the Immigration and Nationality Act.

Disposition: Retain for 20 years, then destroy.

DispAuthNo: N1-59-91-28, item 1c(1)(d)

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A140002c(1)(e) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(e) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a)(1)(A)(ii), (1)(A)(iii), (2), (3)(A), (3)(B), (3)(C), (3)(D), (3)(E)(ii), (6)(C), (6)(E), (6)(F), (8) and (9)(C) of the Immigration and Nationality Act as of June 1, 1991.

Disposition: Retain until alien is 90 years of age or older and there has been no visa activity for the past 10 years, at which time destroy.

DispAuthNo: N1-59-92-5, item 1c(1)(e)

A140002c(1)(f) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(f) Cases of applicants refused under Section 221(g) of the Immigration and Nationality Act.

Disposition: Destroy 1 year after date of refusal.

DispAuthNo: NC1-59-86-2, item 8c(1)(f)

A140002c(1)(g) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(g) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6) of the Immigration and Nationality Act.

Disposition: Destroy when 15 years old, except where review by consular officer indicates need for further reference value.

DispAuthNo: N1-59-88-38, item 1

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A140002c(1)(h) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(h) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(3)(E)(i) of the Immigration and Nationality Act as of June 1, 1991.

Disposition: Retain until alien is 100 years of age, then destroy.

DispAuthNo: N1-59-92-5, item 1c(1)(h)

A140002c(1)(i) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living applicants.

(i) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(1)(A)(i) of the Immigration and Nationality Act as of June 1, 1991.

Disposition: Retain for fifteen years, then destroy.

DispAuthNo: N1-59-92-5, item 1c(1)(i)

A140002c(1)(j) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(j) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6)(b)[(i), (ii), (iii), or iv](a) of the Immigration and Nationality Act as of June 1, 1991.

Disposition: Retain for ten years, then destroy.

DispAuthNo: N1-59-92-5, item 1c(1)(j)

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A140002c(1)(k) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(1) Cases of living visa applicants.

(k) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(6)(B)[(i), (ii), (iii), or iv](b) of the Immigration and Nationality Act as of June 1, 1991.

Disposition: Retain for twenty years, then destroy.

DispAuthNo: N1-59-92-5, item 1c(1)(k)

A140002c(2) Visa Case Files on Individual Aliens - Correspondence, memorandums, reports, forms, and other types of correspondence regarding individual visa applicants

Description: c. Case files on individual aliens refused a visa.

(2) Cases of deceased visa applicants.

Disposition: Destroy upon notification of death of applicant.

DispAuthNo: NC1-59-81-1, item c(2)

A140002d Historical Files

Description: d. Case files on historically significant individuals, receiving Congressional or media scrutiny, reflecting distinctive agency activities, or are otherwise historically significant.

Disposition: Permanent. Retire to the RSC at the time records are reviewed for destruction for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-96-10, item 1

A140003a Visa Regulations, Notes and Handbooks - Processed and printed copies of visa regulations, notes, and handbooks

Description: a. Master set in Visa Office Library.

Disposition: To be retained indefinitely.

DispAuthNo: II-NN-3399, item 9a

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A140003b Visa Regulations, Notes and Handbooks - Processed and printed copies of visa regulations, notes, and handbooks

Description: b. Extra copies. Post memorandums requesting, acknowledging receipt of, or reporting on completeness of visa regulations, notes or handbooks.

Disposition: To be destroyed when superseded or obsolete or no longer required for distribution.

DispAuthNo: II-NN-3399, item 9b

A140004a Passport Arrangements for Aliens to be Deported - Communications regarding arrangements for obtaining passports for aliens being deported from the United States

Description: a. Communication on non-contentious cases.

Disposition: Destroy cases 5 years after deportation.

DispAuthNo: II-NN-3399, item 10a

A140004b Passport Arrangements for Aliens to be Deported - Communications regarding arrangements for obtaining passports for aliens being deported from the United States

Description: b. Communication on contentious Cases.

Disposition: Retain indefinitely.

DispAuthNo: II-NN-3399, item 10b

A140005 Lead Sheets for "No Record" Name Checks

Description: Form FS-503, Lead Sheet for Investigation on name checks of various government files which resulted in reports of "no information" on the alien refugee described in the lead sheet.

Disposition: Retain one copy as part of Visa Case File (see item 140002); destroy all other copies immediately.

DispAuthNo: II-NN-3399, item 6

A140006 Reserved for future use

Description:

Disposition:

DispAuthNo:

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A140007 Communications Regarding Inquiries on Status of Non-Immigrant Trainees

Description: Communications with private individuals and firms regarding the status of certain aliens applying for admission to the United States in order to take training courses in various United States firms and corporations.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NN-3399, item 14

A140008 Requests for Samples of Foreign Passports

Description: Memorandums and related post communications with various Foreign Offices concerning requests for samples of foreign passports.

Disposition: Destroy 3 months after request is answered.

DispAuthNo: II-NN-3399, item 1

A140009 Telephonic Waivers of Documentary Requirements

Description: Form sheets used to record information regarding telephonic waivers of visa documentary requirements, principally for foreign crews of ships in ports of the U.S. Excludes related correspondence with the Immigration and Naturalization Service.

Disposition: Destroy 1 year after date of waiver.

DispAuthNo: II-NN-3399, item 2

A140010a Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas

Description: Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.

a. Cases where no derogatory information developed.

Disposition: Destroy after completion of action and recording in name index.

DispAuthNo: NN-167-97, item 1

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A140010b Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas

Description: Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.

b. Cases where derogatory security information exists.

Disposition: File in Visa Case File. Destroy 50 years after case is closed. See Item 140002.

DispAuthNo: NN-167-97, item 1

A140010c Requests for Security Clearance for Cuban Nationals Applying for U.S. Visas

Description: Includes OF 221, Request for Advisory Opinions from the Field, and any other communications from posts requesting clearances; OF-184, Request for Biographic Data, and other related Department correspondence incident to obtaining clearance; and copy of reply to post.

c. Name index recording non-derogatory cases.

Disposition: Destroy 1 year after case is closed.

DispAuthNo: NN-167-97, item 1

A140011 Inquiries Regarding Status of Individual Visa Cases

Description: Files originating as a result of written or verbal inquiries from individuals, Congressional or Government offices or independent organizations concerning the status of a specific visa case. Includes internal and external communications incident to obtaining required information and copy of reply not involving a policy decision.

Disposition: Destroy 1 year after reply.

DispAuthNo: NN-167-97, item 2

A140012a Communications Regarding Requests for Publications

Description: Communications with Foreign Service posts, other Government agencies, and private individuals and organizations regarding requests for publications. Included are copies of publications obtained.

a. Communications.

Disposition: Destroy 3 months after replies to requests have been received.

DispAuthNo: II-NN-3399, item 3a

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A140012b Communications Regarding Requests for Publications

Description: Communications with Foreign Service posts, other Government agencies, and private individuals and organizations regarding requests for publications. Included are copies of publications obtained.

b. Publications.

Disposition: Destroy when they are of no further reference value to the Visa Office.

DispAuthNo: II-NN-3399, item 3b

A140013 Reserved for future use

Description:

Disposition:

DispAuthNo:

A140014 Reserved for future use

Description:

Disposition:

DispAuthNo:

A140015 Allocation of Immigrant Visa Numbers

Description: Documents reflect the allocation and cancellation of specified visa numbers from posts and notification from INS regarding adjustment of status cases.

Disposition: Destroy after 1 fiscal year.

DispAuthNo: N1-59-97-10, item 2

A140016 Reserved for future use

Description:

Disposition:

DispAuthNo:

A140017 Reserved for future use

Description:

Disposition:

DispAuthNo:

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A140018 Correspondence between the Department and foreign embassies, international organizations, etc., concerning such visa matters as verifications or adjustments of status, revalidations, re-entry visas and other routine status matters

Description:

Disposition: Destroy 1 year after date of reply or last action.

DispAuthNo: NN-173-241, item 2

A140019 Private Bills

Description: Copies of Private Bills relating to the admission of aliens into the United States.

Disposition: Destroy 1 year after issuance of visa or 4 years after bill last introduced in Congress.

DispAuthNo: NN-173-241, item 3

A140020 Visa Lookout Master

Description: This on-line series assists visa officers located at posts throughout the world in determining those individuals to whom a visa should be issued or denied. The system functions similarly to the Passport Lookout System (see items 130016 and 130017) by identifying individuals who have been denied visas.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 36

A140021 Visa Lookout Index

Description: This on-line series provides rapid access to names in the Visa Lookout Master. Searches may be by name (soundex codes), date of birth, or visa office.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 37

A140022 Visa Work Measurement System (VM)

Description: Visa Work Measurement Master. This series provides a description of the workload and staffing for the Visa Office and regional bureaus. Reports enable the Visa Office to project staffing requirements for visa sections in posts around the world. Data includes the post, country, visa category, number of visas processed, and time spent on each category of visa.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 38

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A140023 Reserved for future use**Description:****Disposition:****DispAuthNo:**

A140024 Name Check System (NC)

Description: Name Check History Master. This series contains a yearly listing of requests by Passport and Visa Office personnel to query the Passport and Visa Lookout systems (see items 140020 and 140021). The listing provides statistical data for the Bureau of Consular Affairs.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 23

A140025a Immigrant Control and Reporting System (ICARS)

Description: This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.

a. Master On-Line File.

Disposition: Destroy when active use ceases.

DispAuthNo: N1-59-97-10, item 1a

A140025b(1) Immigrant Control and Reporting System (ICARS)

Description: This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.

b. Off-Line paper printouts of ICARS reports.

(1) Monthly Report of Qualified Visa Applicants.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-97-10, item 1b(1)

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A140025b(2) Immigrant Control and Reporting System (ICARS)

Description: This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.

b. Off-Line paper printouts of ICARS reports.

(2) Monthly Immigrant Visa Workload Report.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-97-10, item 1b(2)

A140025b(3) Immigrant Control and Reporting System (ICARS)

Description: This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.

b. Off-Line paper printouts of ICARS reports

(3) Semi-Annual Report of Nonimmigrant Visas Issued and Refused.

Disposition: Destroy when 10 years old.

DispAuthNo: N1-59-97-10, item 1b(3)

A140025b(4) Immigrant Control and Reporting System (ICARS)

Description: This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers.

b. Off-Line paper printouts of ICARS reports.

(4) Annual Report of Active Registrants at Posts.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-97-10, item 1b(4)
